

## DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

1700 K STREET  
SACRAMENTO, CA 95814-4037  
TDD (916) 445-1942



## ADP BULLETIN

Title <b>Fiscal Year (FY) 1996-97 Negotiated Net Amount (NNA) and Drug/Medi-Cal (D/MC) Cost Report Diskette and Instructions for Alcohol and Drug Programs</b>		Issue Date: 09-10-97  Expiration Date:	Issue No. <b>97-50</b>
Deputy Director Approval  (signed by)  GLORIA J. MERK, II Program Operations Division	Function <input type="checkbox"/> Information Management <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Service Delivery <input type="checkbox"/> Fiscal <input type="checkbox"/> Administration	Supersedes Bulletin/ADP  Letter No. N/A	

Enclosed is information regarding the preprogrammed PARADOX NNA and D/MC cost report diskette and other cost report related material. The enclosures are:

- PARADOX NNA and D/MC Cost Report Diskette
- Enclosure A - FY 1996-97 Fiscal Data Entry Diskette User Instructions
- Enclosure B - Service Code Listing and Descriptions
- Enclosure C - Funding Descriptions

The PARADOX diskette, containing the latest NNA or NNA and D/MC budget information, is to be used in reporting your county's expenditures for FY 1996-97. The requirements to run the PARADOX diskette are detailed on Enclosure I.

Also enclosed are corrected documents that were originally released with ADP Letter #97-43, dated July 14, 1997, or released at the FY 1996-97 Cost Report training sessions. The enclosures are:

- Enclosure D - FY 1996-97 Cost Report Program Codes
- Enclosure E - FY 1996-97 NNA/Drug Medi-Cal Cost V.0 (Service Type, Service Code, Program Code, Program Type, Unit Type, and Rate Cap)
- Enclosure F - FY 1996-97 NNA/Drug Medi-Cal Cost V.0 (Service Type, Service Code, Program Code, Unit Type, Rate Cap, Funding Line, and Funding Line Descriptions)
- Enclosure G - Drug/Medi-Cal Program Cost Summary - ADP Form 7990 (with instruction)
- Enclosure H - Cost Report Worksheet - Page 2 of the Summary Page

The D/MC maximum rates per unit of service for FY 1996-97 (ADP Letter #96-47 dated September 19, 1996) are to be used in the preparation of the cost report. When preparing the cost report materials for submission, please ensure that all the following materials are accurately completed and submitted to ADP by the due date:

- The County's cost report submitted on a PARADOX Run Time system-generated diskette;
- Reconciliation of Drug/Medi-Cal Claims - Provider Report (ADP Form 7415 and/or ADP 7415P);

- Drug/Medi-Cal Program Cost Summary (ADP Form 7990);
- Report of Expenditures and Revenues (ADP Form 7895 and/or ADP Form 7895M);
- County Certification of Year-End Claim for Reimbursement (ADP Form I7885), **signed with an original signature of an authorized official designated by the County**; and
- Characteristics of Persons Served - Prevention (ADP Form 7882A).

Please submit your cost report and supporting documentation as soon as possible but no later than Monday, **November 3, 1997**. Please provide the name, telephone number, and facsimile transmission number of the county contact person in your cover letter of submission in the event that questions or further information is needed. Submit your cost report PARADOX diskette and applicable hard copy forms to:

Department of Alcohol and Drug Programs  
 ATTN: Fiscal Management Branch  
 1700 K Street, Fourth Floor  
 Sacramento, CA 95814-4037

#### **QUESTIONS/MAINTENANCE**

If you have any questions regarding the completion and/or submission of the cost report, please contact the Fiscal Systems Section analyst assigned to your county.